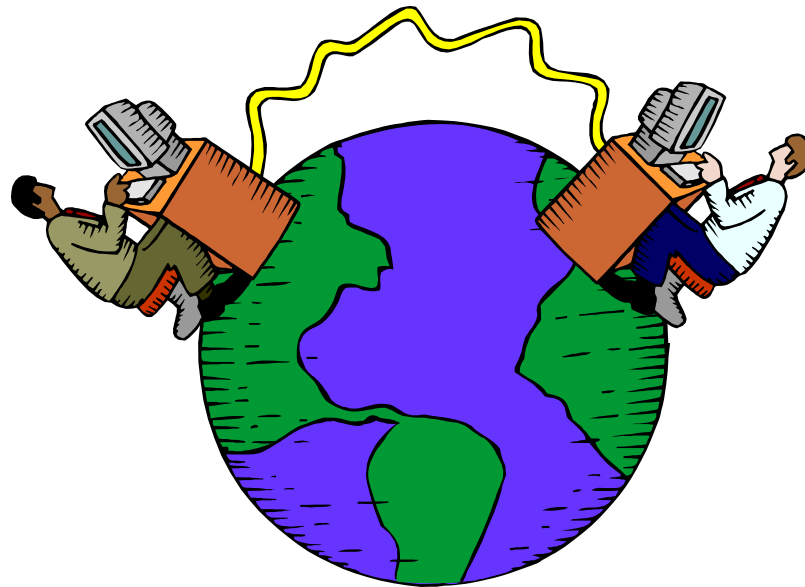


CIVILIAN PERSONNEL AUTOMATION TOOLS



CIVILIAN PERSONNEL AUTOMATION TOOLS

- **CPAC WEBSITE**
- **Army CPOL Portal**
- **My Biz / My Workplace**
- **DCPDS**
- **Central CSU 11i**
- **Gatekeeper**
- **FASCLASS**
- **SF 50 Information**
- **PERMISS**

Primary Systems:

CPOL Portal, DCPDS, CSU, ART


- **CPOL Portal** provides the main entrance to all HR applications, and has a number of its own tools to assist in managing the civilian workforce.
- **My Biz** access and view your personnel information; maintain your own information, including personal profiles; provide input on performance plans (NSPS)
- **My Workplace** as a supervisor access and view your employee's personnel information; provide input on performance plans (NSPS)
- **Defense Civilian Personnel Data System (DCPDS)** is the primary system. It resides at the Army Civilian Data Center (ACDC, or the "central site"), and is the "database of record."
- **The CSU 11i Application** is a secondary system, which also resides at the central site. The data in the CSU Application comes from the DCPDS database; it is refreshed nightly and is read-only.
- **Army Regional Tools (ART)** is a collection of civilian human resources management tools, most of which have been, or are in the process of being, moved into the CPOL Portal (ART will continue to be used until all tools have been moved).

Other Applications

- **FASCLASS**: centralized database of active position descriptions and position information
- **SF50 Information**: web-accessed SF50 repository that provides a library of SF50s for your employees
- **PERMISS**: Articles and other tools covering all aspects of civilian personnel management


CPAC WEBSITE

<http://www.eustis.army.mil/cpac>




Civilian Personnel Advisory Center

Fort Eustis, VA
670 Lee Blvd, Fort Eustis, VA 23604-5096
(757) 878-2125



United We Stand

TOPICS:



[Alternative Work Schedules \(AWS\)](#)

ANSWER


[Army Benefits Center - Civilian \(ABC-C\) \(FEHB, FEGLI, TSP, Retirement, Death Benefits\)](#)

[Army CPOL Portal](#)

[Army Regional Tools \(ART\)](#)

Welcome to the Fort Eustis Civilian Personnel Advisory Center's Home Page!


We are committed to providing you the best service possible, whether you are visiting us via the Internet or in our office. Just click on the topics on the left to link to the information that you need and expect from CPAC. If you have any questions or comments, do not hesitate to press Feedback. Thank you for visiting CPAC Online. You can access the Ft. Eustis Home Page by clicking [HERE](#).




Army Civilian Corps Creed

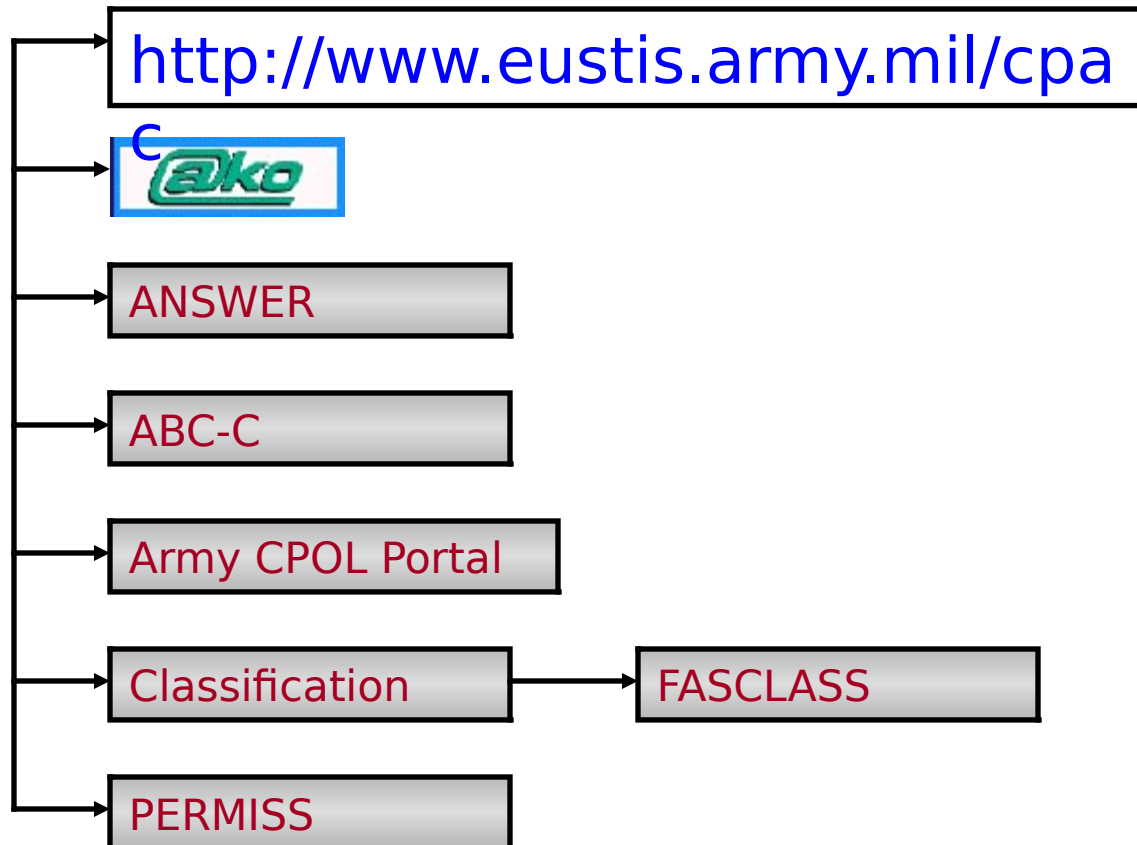
- I am an Army Civilian – a member of the Army Team
- I am dedicated to our Army, our Soldiers and Civilians
- I will always support the mission
- I provide stability and continuity during war and peace
- I support and defend the Constitution of the United States and

Click Here for the Employment Verification Service



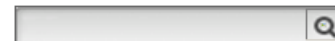


CPAC WEBSITE





The U.S. Army has employed civilians since 1776 in support of men and women in uniform. The Department of Defense is America's oldest, largest, busiest, and most successful "company". Today, with over 350,000 civilian employees, the Army is the Department of Defense's largest federal employer.



Search our site



Top Army Civilian Initiatives and News

[Latest site update info is always at "What's New"](#)

[Harvard University Senior Executive Fellows \(SEF\) Program](#)

[Information and Resources for the Situation in Japan](#)

[HR Guidance for Emergencies](#)

[BRAC Information](#)



[Find Jobs & grow your career with Army Civilian Service!](#)



Hot News Links

CPMS Is Now DCPAS!

25 July 2011 - Civilian Personnel Policy (CPP) and the Civilian Personnel Management Service (CPMS) have reorganized to meet the needs of our customers more effectively. CPMS now has a new name-Defense Civilian Personnel Advisory Service (DCPAS). [Read more.](#)

Former JCS chief Shalikashvili dies

23 July 2011 - Retired Army Gen. John Shalikashvili, has died at age 75, the Army said in a statement. Shalikashvili, the first foreign-born chairman of the Joint Chiefs of Staff, died Saturday morning at Madigan Army Medical Center in Washington state ... [Read more.](#)

Fraud or Abuse Under FECA?

On July 14, the Government Accountability Office (GAO) issued a Press Release requesting that anyone with information regarding fraud or abuse under the Federal Employees' Compensation Act (FECA) contact GAO directly at workerscompfraud@gao.gov. [Read more.](#)

Issues contacting AG-1 CP after E-mail Migration?

On 27 June 2011, AG-1 CP at the Hoffman Complex migrated to the DISA Enterprise E-mail (EE). The migration was accomplished with a 92% success rate for the initial migration. [Read more.](#)



Employee Portal



→ [Portal CAC Employee Login](#)
(Using Common Access Card - CAC)

→ [Click here for DCPDS/MyBiz/My Workplace/CSU](#)
(to enter NSPS Appraisal info or to view your SF-50)



References & Tools

CPOL Portal - Manager Tab

The screenshot displays the CPOL Portal Manager Tab interface. At the top, the U.S. Army logo and 'Cpol' branding are visible. The navigation bar includes tabs for HOME, EMPLOYEE, MANAGER (highlighted with a red box and 'Manager tab' callout), and HR SPECIALIST. The date 'Thursday, February 24, 2005' and a 'Logout' button are in the top right. Below the navigation bar, a dark blue bar contains links for CPOL > Manager Info, Library, Help, Contact, and Edit Account Info. The main content area is divided into three columns. The left column features an 'Employee Data' portlet (highlighted with a red box and 'Portlets' callout) with a description and a list of features. The middle column has an 'InBox Statistics' portlet with a description and a list of features. The right column contains an 'Automation Tools' section with a list of links. At the bottom, there are 'Org Structure' and 'Helpdesk' portlets, and 'RPA Tracker' and 'Citrix Links' sections.

Manager tab

Thursday, February 24, 2005 [Logout](#)

Links to other tools

Portlets

Employee Data Open

Conveniently view employee information from one location.

- Obtain information for yourself or for your employees with just one click.
- View A... and Training
- Access Ticket History, NPA/RPA History and Position information.

InBox Statistics Open

Monitor all active RPAs from one application.

- View all RPAs that are in your inbox and identify where the action stands.
- Monitor the progress of an RPA as it travels through different Inboxes.
- Search & sort RPAs before viewing them to minimize excess results.

Automation Tools

Links.

- ART Gatekeeper
- Central CSU 11i - Web Enabled
- Defense Civilian Personnel Data System (DCPDS)
- DCPDS Desk Guide
- Fully Automated System for Classification (FASCLASS)
- Integrated Definition/Model Task Listings (IDEF)
- SF50 History
- Strategic Recruitment

Org Structure

Helpdesk

RPA Tracker

Citrix Links.

Welcome



Welcome, the new CPOL Portal! You have successfully logged in.



The CPOL PORTAL is a one-stop site that provides access to all the information you may need as a Civilian Personnel employee. The Portal provides you with access to applications, information, news, benefits and much more. If you are a first time user please access the Portal Help for information on how to browse the Portal.

Portal Announcement


The latest CPOL Portal & Server Announcements

- Release Notes: Updated 04/09/09

As of 9 Apr, 2009:
at 7:00am Eastern EDT, the Portal was updated with the following:

1. All: ***A new feature has been added to allow opening of a new window for each portlet.***
NOTE: For IE 7 users to allow portlet to display in a new tab you must right click on "Open in New Window" and select "Open in New Tab".
2. Pay Data: Data will display for the W3L Transactions when clicking on the NOA.
3. Pay Data: Typo in the Privacy Act Statement has been corrected.
4. RPA Tracker: Data is now appearing in the appropriate columns when users export to excel without clicking on the "Search Button".
5. Inbox Statistics; RPA Tracker; Gatekeeper: The gatekeeper viewer will now display the sub-questions and their answers when more than one item is selected in the pick list.


Library



Welcome to the CPOL Library, your resource for knowledge and information.


- ➔ Benefits
- ➔ Civilian Plans & Strategies
- ➔ DCPDS INITIATOR and GHOSTVIEW software
- ➔ Emergency HR Guidance
- ➔ General Information
- ➔ Labor Relations
- ➔ Management - Employee Relations
- ➔ Mobilization
- ➔ NAF - Nonappropriated Fund
- ➔ Non-Army Guidance (DoD, OPM)
- ➔ PERMISS
- ➔ Portal Library Homepage
- ➔ Position Classification
- ➔ Recruitment & Staffing
- ➔ SES - Senior Executive Service
- ➔ Training & Leadership Development

Links



Welcome to the CPOL Links.

- ➔ AKO
- ➔ Account Request Information
- ➔ Career Management
- ➔ Civilian News
- ➔ Deputy Chief of Staff, G-1 & Entitlements
- ➔ US Army Homepage
- ➔ What's New?




RSS Read [Go!](#)

Military and Government Computer News Feed

GCN Top News [go](#)

PERMISS

Address  <http://cpol.army.mil/library/permis/>



PERMISS

[CPOL Home](#) > [Library Index](#) > PERMISS

- CPOL Top Pages ▶
- Benefits & Entitlements ▶
- Career Management ▶
- Civilian Plans & Strategies ▶
- Emergency HR Guidance ▶
- General Management Info ▶
- Labor Relations ▶
- Management - Employee Relations ▶
- Mobilization/Deployment ▶
- Modernization ▶
- Nonappropriated Fund - NAF ▶
- Non-Army Guidance ▶
- PERMISS ▶
- Position Classification ▶
- Staffing & Recruitment ▶
- Senior Executive Service - SES ▶
- Training & Leader Development ▶
- Library Home

Personnel Management Information and Support System (PERMISS)

PERMISS is a decision support system designed to provide general guidance and information on all areas of Army Civilian Personnel Management. This site provides easy to understand, accurate information for viewing and retrieving purposes only. Some of the articles are linked to expert system modules, providing specific advice on discharging personnel management and administration responsibilities.

Please Note: Policies may differ for DCIPS, NAF, SES, or Demonstration Projects employees

[Welcome to PERMISS](#)

[Master List of all PERMISS Articles](#)

PERMISS Topic Areas

[Benefits](#) [Classification](#) [DCIPS](#) [Demo Projects](#) [Employee Relations](#) [General Info](#) [Labor](#)
[NAF](#) [Staffing](#) [Training](#)

You can search the *Entire* Library from the [Library Homepage](#)
Or search through PERMISS only with the Search feature below



HOME

EMPLOYEE

MANAGER

HR SPECIALIST

CPOL > Employee Info



Library



Help



Helpdesk



Edit Account Info

My SF50

Go!

This allows you to view your SF50 Information.



Your view is:

- SF 50's dating from 23 Sep 2007 back to the late 1990's. (You must access My Biz to view SF50's after 23 Sep 2007)
- Only SF 50's from Army employment appears.

Employee Data

Go!

This allows you to view your own personnel information through the My Biz & My Workplace application within the Defense Civilian Personnel Data System(DCPDS).



You can:

- Access your account 24 hours a day/7 days a week from any workstation that is connected to (1)a .mil or .gov domain, or (2) a virtual private network (VPN) that is within a .mil or .gov domain.
- Access your personnel information immediately over a secure line.
- Access tab information for Appointment, Position, Personal, Salary, Benefits, Awards/Bonuses, and Performance information.
- Enter a Helpdesk Ticket to request a correction to your personnel record and/or provide feedback on the functionality of the tool.
- View Status of Helpdesk tickets you have entered.

Reference Library

Open in New Window

Links

- CSR and Timekeeper Guide to Avoid and Report Pay Problems
- Decision Logic Table to Report Pay Problems
- Emergency Essential Employee's FEGLI Election Opportunity
- Employee Guide to Avoid Pay Problems
- Entitlement and Benefits for Temporary Service in Iraq & Afghanistan
- OPM: Wage Tables (Pay Tables, Salary Information)
- Procedures for R & R Reimbursements for DAC's

My Links

Go!

Manage Your Links

- ☐ BOA
- ☐ ART
- ☐ DTS
- ☐ VAB
- ☐ DA Resumix Recruiter
- ☐ DCPDS
- ☐ CHR-ABC
- ☐ FASCLASS
- ☐ DCPDS

Label

Link URL

(include http(s))

Delete Link

Add Link

Automation


Open in New Window

Links










- Army Benefits Center - Civilian (ABC-C)
- Army Exit Survey
- CHRTAS - Apply for Training
- DFAS/My Pay
- Defense Travel System(DTS)
- Employment Verification Service (TALX)
- Resume Builder & ANSWER
- Thrift Savings Plan (TSP)

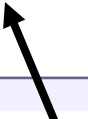
How Do I Register My CAC to Access *My Biz / My Workplace?*

Reference Library

 Open in New Window

Links

-  [CSR and Timekeeper Guide to Avoid and Report Pay Problems](#)
-  [Decision Logic Table to Report Pay Problems](#)
-  [Emergency Essential Employee's FEGLI Election Opportunity](#)
-  [Employee Guide to Avoid Pay Problems](#)
-  [Entitlement and Benefits for Temporary Service in Iraq & Afghanistan](#)
-  [OPM: Wage Tables \(Pay Tables, Salary Information\)](#)
-  [Procedures for R & R Reimbursements for DAC's](#)
-  [Regional Homepages](#)
-  [Tools and Calculators](#)
-  [User Guide for CAC Enabling DCPDS/My Biz & My Workplace](#)





Employee Data [Go!](#)

[Open in New Window](#)

Conveniently view employee information from one location.



- Obtain information for yourself or for your employees with just one click.
- View Appraisal, Benefits, Awards, and Training information.
- Access Pay Data, Org Structure, Ticket History, NPA/RPA History and Position information.

Org Structure [Go!](#)

[Open in New Window](#)

View all positions within an Organization.



- See the total number of positions an Organization has.
- View the position information for a position within an Organization.

Helpdesk [Go!](#)

[Open in New Window](#)

Enter, Track, and Work tickets from here!



- Enter a new ticket for any Pay related problem.
- Work problem tickets and close out resolved issues.
- View all open and closed tickets for Pay Problems, Quality Control, and Suspense.

NPA Tracker -Ex Employee Only [Go!](#)

[Open in New Window](#)

View Inactive employee information from one location.

InBox Statistics [Go!](#)

[Open in New Window](#)

Monitor all active RPAs from one application.



- View all RPAs that are in your inbox and identify where the action stands.
- Monitor the progress of an RPA as it travels through different Inboxes.
- Search & sort RPAs before viewing them to minimize excess results.

RPA Tracker [Go!](#)

[Open in New Window](#)

Track the progress of all RPAs in one location.



- Add notes to an RPA and view responses entered by other users.
- View the entire contents of RPA and monitor the approval process.
- See the Approver Signature, Status Remarks, and Current/Last Inbox information for an RPA.

Gatekeeper [Go!](#)

[Open in New Window](#)

RPA - Gatekeeper List

- Please click [Go!](#) to access your RPA - Gatekeeper List.

Citrix Links [Go!](#)

[Open in New Window](#)

Citrix Links

- Please click [Go!](#) to access your citrix links. It may take a few seconds to open the portlet, please be patient while your links are being loaded.

Reference Library [Go!](#)

[Open in New Window](#)

Links

- [DCPDS Desk Guide](#)

My Links [Go!](#)

Manage Your Links

- ☐ BOA
- ☐ ART
- ☐ DTS
- ☐ VAB
- ☐ DA Resumix Recruiter
- ☐ DCPS
- ☐ CHR-ABC
- ☐ FASCLASS
- ☐ DCPDS

Label

Link URL

(include http(s))

[Delete Link](#)

[Add Link](#)

Automation [Open in New Window](#)

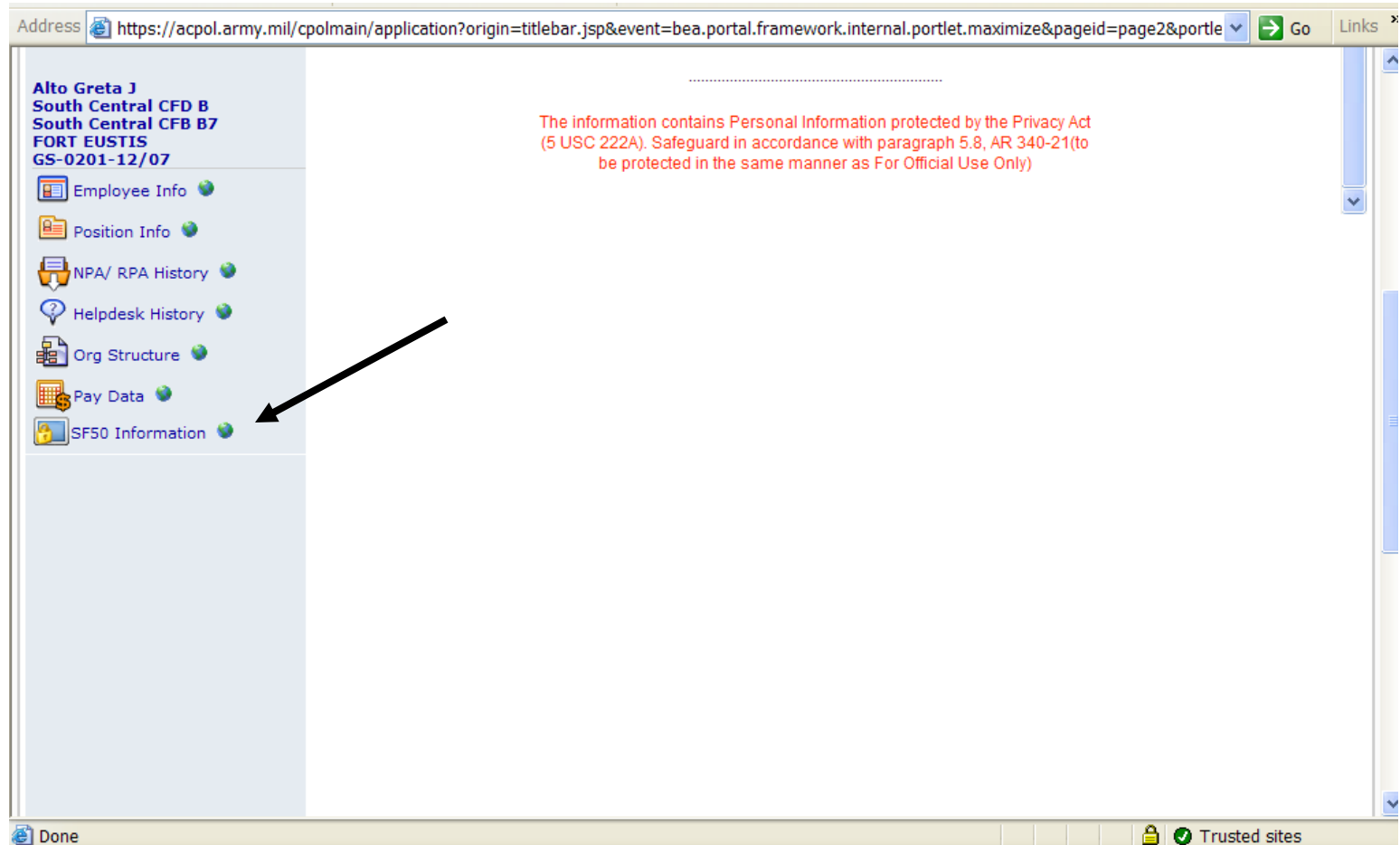
Links

- [ART Reports Only](#)
- [Business Objects XIR2](#)
- [Business Objects XIR2 Admin Tools](#)
- [CHRTAS - Apply for Training](#)
- [Central CSU 11i - Web Enabled](#)
- [Defense Civilian Personnel Data System \(DCPDS\)](#)
- [Fully Automated System for Classification \(FASCLASS\)](#)

Description of Portal Applications





- **Employee Data:** easy access to basic data about employees, including personnel and position data (including job descriptions), NPA and RPA history, organization information
- **Org Structure:** up-to-date information about the organization (table format showing encumbered and vacant positions)
- **Inbox Statistics:** timeliness of personnel processing as well as information on specific actions (position data, organizational information, and individual RPAs)
- **Helpdesk:** includes upcoming personnel action suspenses (expiring appointments, within grade increases coming due, etc.) as well as problem reporting and tracking tools


SF 50 Information





SF 50 Information

Address <https://acpol.army.mil/cpolmain/application?origin=content.jsp&event=bea.portal.framework.internal.portlet.event&pageid=page2&portlet>

CPOL > Manager Info  Library  Help  Contact  Edit Account Info

 Employee Data



 Please Select an Employee



By 



For

[» Search Employees «](#)

















Alto Greta J
South Central CFD B
South Central CFB B7
FORT EUSTIS
GS-0201-12/07



 Employee Info 

 Position Info 

 NPA/ RPA History 

SF50 Information

Type of Action	Auth. Code	EFF_Date	PP	Series	Grade	Step	Agency
 Pay Adjustment (894)	QWM ZLM	08-JAN-2006	GS	0201	12	07	ARSB
 Individual Cash Award (840)	---	16-DEC-2005	GS	0201	12	07	ARSB
 Realignment (790)	UNM ---	05-DEC-2005	GS	0201	12	07	ARSB
 Within-grade Inc (893)	Q7M ---	15-MAY-2005	GS	0201	12	07	ARSE
 Individual Cash Award (840)	---	10-JAN-2005	GS	0201	12	06	ARSE
 Pay Adjustment (894)	QWM ZLM	09-JAN-2005	GS	0201	12	06	ARSE
 Pay Adjustment (894)	QWM ZLM	11-JAN-2004	GS	0201	12	06	ARSE
 Pay Adjustment (894)	QWM ZLM	11-JAN-2004	GS	0201	12	06	ARSE
 Individual Cash Award (840)	---	30-DEC-2003	GS	0201	12	06	ARSE
 Realignment (790)	UNM ---	05-OCT-2003	GS	0201	12	06	---
 Chg in Data Element (800)	CGM ---	07-JUN-2003	GS	0201	12	06	ARTC
 Within-grade Inc (893)	Q7M ---	18-MAY-2003	GS	0201	12	06	ARTC
 Individual Cash Award (840)	---	01-MAY-2003	GS	0201	12	05	ARTC
 Reassignment (721)	VGP ---	09-MAR-2003	GS	0201	12	05	ARTC
 Correction (002)	VGP ---	09-MAR-2003	GS	0201	12	05	ARTC
 Pay Adj (894)	QWM ZLM	12-JAN-2003	GS	0201	12	05	ARTC

Done  



HELP

Welcome to CPOL Portal Help!

CPOL Portal Help is your main reference point to access information on how to use the CPOL Portal. Here you can find information on how to optimize your searches, access the different Portlets, and Frequently Asked Questions on the CPOL Portal.

Using Your Portal

- [Quick Guide](#)
- [Printing Tips](#)
- [Search Tips](#)
- [Tutorials](#)

Support Center

- [General FAQs](#)
- [Browser Tips](#)
- [Optimal View](#)
- [Citrix Errors & Fixes](#)
- [CPOL Portal Account Info](#)

Top 5 FAQs

- [Why is my name different on the CPOL Home Page?](#)
- [How do I Open/Close a portlet?](#)
- [Can I change my AKO User ID and Password from the CPOL Portal?](#)
- [I can't find a link?](#)
- [How do I return to the CPOL Home page?](#)

Accessibility Information Center

- [Quick Overview of Section 508 / Accessibility Issues](#)
- [How your CPOL Portal complies with 508 guidelines](#)
- [Helpful Tools](#)
- [Accessibility Resources and Links](#)

Quick Guides

The Quick Guide serves as a one page reference tool for an application. It walks you through the main tasks of the application and provides you with some hint and tips on using it. Click on the

User Guides

The User Guide serves as a detailed guide to using an application. It walks you through the main tasks that you can perform within the application as well as provide you with detailed information about the application. Click on the application name below to access its

Which to use?

- Request a personnel action: **DCPDS**
- Fill out a gatekeeper checklist: **Portal / Gatekeeper**
- Track a request for personnel action: **Portal / Manager Tab \ Inbox Statistics or RPA Tracker**
- Look up data about an employee: **Portal / Manager Tab \ Employee Data**
- View or print an SF50: **Portal / Manager or Employee Tabs, or DCPDS**
- Run a standard report: **Portal, CSU, or ART**

FASCLASS

Address  <http://cpsfc.belvoir.army.mil/fasclass/inbox/>  Go  Links

FASCLASS PD #

FASCLASS PD Library Lookup What's New? CPOL

24 August 2005 Restricted Access Help

FULLY AUTOMATED SYSTEM FOR CLASSIFICATION
FASCLASS

Europe Korea N. Central Northeast Pacific S. Central Southwest West

--Partnering with Army--


DISA

To begin, move the mouse over one of the menu items in the gray menu bar, as an example FASCLASS, to display the sub-menu item choices. If the sub-menu items do not display, simply

 Internet

Other Websites of Interest

- **DCPDS Desk Guide**
<http://www.cpocma.army.mil/deskguid>
- **ScreenCam How-To Movies**
<http://www.cpocma.army.mil/howtomovies>
- **Civilian Personnel On-Line (CPOL)**
<http://www.cpol.army.mil>
- **ABC-C (Army Benefits Center - Civilian)**
<https://www.abc.army.mil/>
- **DOD Civilian Personnel Management Service**
<http://www.cpms.osd.mil>
- **OPM home page**
<http://www.opm.gov>
- **Joint Travel Regulations**
<http://www.defensetravel.dod.mil/perdiem/trvlregs.html>
- **Thrift Savings Plan (TSP)**
<http://www.tsp.gov>

The three websites above are all accessible from the CHRA DCPDS Training page: <http://www.cpocma.army.mil/mdcpds>

QUESTIONS??

?

